



# CITY OF ATLANTA

## Job Announcement

### PAYROLL COORDINATOR

**STARTING SALARY: \$27,240**

**Salary Grade: 10**

**Applications Accepted From: February 28, 2005 until March 11, 2005**

#### **Minimum Job Requirements\***

Applicants for this position must have a high school diploma or GED and three years of clerical payroll or accounting experience **OR** have an Associate's degree in Business/Public Administration or a related field and one year of clerical payroll or accounting experience. Equivalent combinations of training and experience will be determined under prescribed guidelines.

#### **Duties of the Job:**

This employee performs payroll service related activities to meet the needs of the bureau. Duties and responsibilities include reviewing time sheets reports from all divisions for correctness; obtaining signatures from appropriate bureau personnel and completing summary reports; communicating with division staff on policy changes and updates in payroll arrangements; reviewing overtime, pay differential, vacation and sick leave reports and other reports affecting personnel; and performing other personnel functions as needed.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA 30303

Phone: (404) 330-6369 [www.atlantaga.gov](http://www.atlantaga.gov) FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

**The hiring authority will contact only those applicants they deem most appropriate for the position. Letters will not be mailed to individual job applicants.**

**APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, HIGHLY QUALIFIED.**

**The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.**

\*Verification will be required prior to appointment.